



Position Announcement

POLICE ADMINISTRATIVE ASSISTANT

The City of Baxter is seeking applicants for the position of Police Administrative Assistant. This position performs clerical and administrative work managing the administration and support functions of the police department. See the job description for a comprehensive list of the essential job functions.

Required Qualifications include all of the following:

1. Two years of administrative experience involving moderately heavy public contact;
2. Experience performing data entry using an automated system and record keeping;
3. Must complete BCA training to attain certification as a Full Access Terminal Operator as soon as training is offered; and
4. Associates degree in related field.

Desired qualifications:

Related work experience in a law enforcement field.

This position is an essential member of the police department and reports to the Police Chief. Normal work hours are Monday through Friday 7:30 a.m. to 4:30 p.m., with occasional hours outside the normal work hours as necessary. The AFSCME position is classified as Grade 4 with an expected starting rate of pay is \$17.17 per hour. A complete job description and application may be obtained on the City's website or by emailing ksteele@baxtermn.gov.

Applications for the posting will be accepted until 4:30 p.m. on Thursday, June 30, 2016.